

**SOUTHERN METROPOLITAN REGION  
YEAR 6 – YEAR 7  
PLACEMENT TIMELINE 2009/2010**

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- MARCH 10** : Distribution of placement information to all schools.
- APRIL 20** : Primary schools distribute parents' letter, secondary college information and Application for Enrolment (Year 7) Form to parents of all Year 6 children.  
*Note: Documents may be sent out earlier to students if schools have all relevant information available.*
- MAY 18** : Parents return Application for Enrolment (Year 7) Form to the primary schools.
- JUNE 2** : Primary schools submit all initial placement requests from parents to the secondary colleges by this date.
- Photocopies of the completed Application for Enrolment Forms should be forwarded by the primary school to the secondary college of first preference. Originals are to be retained by the primary school.
- The summary of Secondary College Placement form should be completed by the primary school and a copy sent to each secondary school as a summary/cover sheet.
- Secondary colleges should advise the primary school of the receipt of their Application for Enrolment and Placement Summary Forms.
- JULY 20** : If a student cannot be accommodated at his/her first preference, the secondary college will notify the primary school of this situation by this date. It is then the responsibility of the primary school to pursue the student's subsequent preferences. If none of the student's expressed preferences are successful the student should be placed in his/her neighbourhood school without further contact with parents.
- JULY 31** : Secondary Colleges are to notify primary schools in writing of the names of all students who have been accepted into Year 7.  
**Catholic and Independent secondary colleges are also requested to notify primary schools of students who have been accepted into Year 7.**
- A copy of the Summary of Secondary College Placement Form should be forwarded to the Regional Office.
- AUGUST 7** : Only Primary Schools are to notify parents of the results of the placement applications, but not prior to this date.
- AUGUST 10** : Secondary colleges may from this day communicate with parents of their future Year 7 students.
- DECEMBER 8** : ***ORIENTATION DAY for Year 6 students***
- DECEMBER 8** : An updated copy of the Summary of Secondary College Placement Form to be sent to the Regional Office.

Schools/colleges need to be aware that changes will be made up to the last day of term and that there will be both new enrolment applications and changes over the holidays.

In a situation where a parent changes a student from the allocated college then the newly selected secondary college is required to notify the original allocated college in order that it can adjust its records.

For further information regarding this timeline please contact your Regional Network Leader.